KEIT DAY HOSPITAL

Protected Patient Transfer and Clinical Escalation Protocol

Official Manual of Clinical, Care and Organizational Protocols

Document Code	KEIT-SOP-27	**Version**	2.0
Revision	02	**Status**	Official
Issue Date	28/03/2026	**Next Review**	28/03/2027
Prepared by	Medical Directorate / Quality	**Approved by**	_____
Signature and Date	_____	**Distribution**	Controlled - Internal Use

Purpose of the document. To officially define the scope, responsibilities, operating procedure, KEIT standards, records and protocol review criteria.

1. Document Control Information

Application	All clinical, nursing, technical and organizational personnel involved in the described process.
Archiving	KEIT internal document management system and a controlled copy in the relevant areas.
Review	At least annually or earlier in the event of regulatory, organizational or technological updates.

1. Scope of Application

Applicable to patients requiring diagnostic or therapeutic escalation that cannot be fully managed within the facility.

2. Responsibilities

- Responsible physician: decision to transfer, patient stabilization and clinical communication.
- Nurse: preparation of documentation, medications and materials required for transport.
- Coordination Team: activation of logistical arrangements and communication with the receiving facility.

3. Operating Procedure

- Stabilize the patient as far as reasonably possible before transfer.
- Identify the appropriate receiving facility and provide advance notification with a concise clinical summary.
- Prepare complete documentation, including the medical record, reports, current treatment, recent clinical events and the reason for transfer.
- Ensure that transport is provided with a level of clinical support appropriate to the patient's condition.
- Conduct a structured clinical handoff to the receiving facility and record the times and names of all personnel involved.
- Review every urgent transfer through an internal audit.

4. KEIT Operational Standards

- Clinical escalation is considered a patient safety measure rather than a failure; protection of the patient is the primary priority.
- Communication with the receiving facility must be clear, complete and documented.

5. Records and Documentation

- Transfer form.
- Clinical documentation transmitted to the receiving facility.
- Handoff record.

6. Review and Updates

Review after every urgent transfer and regular updating of referral network contact details.

Implementation Note

This document is an internal operational draft. Before final adoption, review by the Medical Directorate, Clinical Directorate, Legal Advisor and the relevant department managers is recommended.

7. Related Attachments and Forms

- Operational checklists, recording forms, audit sheets and maintenance registers applicable to this protocol.
- Any department-specific or equipment-specific technical attachments are referenced in the relevant local operating instructions.

8. Final Approval

Position	Name and Signature	Date
Medical Directorate	_____	_____